

Prepare and Distribute DD Form 214 (Certificate of Release or Discharge From Active Duty) Process: Preparation of separation documents for a Soldier's retirement, discharge, or release from Active Duty

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Receive official document(s) and orders from separation authority	Human Resource (HR) Professional receives Soldier's separation or discharge orders from the separation authority.		DD Form 214		
2	Generate a draft DD Form 214 (TRANSPROC)	<p>HR Professional generates a draft DD Form 214 (Certificate of Release or Discharge From Active Duty) by inputting information into the Transition Point Processing System (TRANSPROC). HR Professional utilizes valid source documents to create a draft DD Form 214. Appropriate source document include, but are not limited to:</p> <ul style="list-style-type: none"> (1) Enlisted Record Brief (ERB) (computer generated) (2) DA Form 4037 (Officer Record Brief) (ORB) (computer generated) (3) Separation approval authority documentation, if applicable (4) Separation order (5) Any other document authorized for filing in the Official Military Personnel File found in Interactive Personnel Electronic Records Management System (iPERMS) <p>AR 635-5 (Separation Document), Chapter 2-4, provides detailed instructions for block completion of the DD Form 214.</p>	AR 635-5, Chapter 2-4	<p>DA Form 2-1</p> <p>DA Form 4037</p> <p>DD Form 214</p>	TRANSPROC	<p>Currently, automated application varies by State. TRANSPROC has been mandated for use by all Transition Centers. Regulation is being updated to State ARNG JFHQ are considered transition centers and will use TRANSPROC.</p> <p>Also, the ECP to have SIDPERS feed TRANSPROC was stopped due to DIMHRS. The ECP is being added to the list again. Primary application utilized varies by State.</p>

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3	Review the draft DD Form 214 (iPERMS and RPAM)	Approval Authority reviews the draft DD Form 214 (Certification of Release or Discharge From Active Duty) and validates the entries using appropriate source documents.	AR 635-5, Chapter 2-3	DD Form 214 DA Form 4037	iPERMS RPAM	In accordance with AR 635-5 (Separation Document), Chapter 2 3 b, appropriate source document include, but are not limited to: (1) Enlisted Record Brief (ERB) (computer generated) (2) DA Form 4037 (Officer Record Brief) (ORB) (computer generated) (3) Separation approval authority documentation, if applicable (4) Separation order (5) Any other document authorized for filing in the Official Military Personnel File found in iPERMS
4	Valid DD Form 214?	Approval Authority validates the DD Form 214 (Certification of Release or Discharge From Active Duty) to ensure the information is accurate and complete. If the DD Form 214 is not valid, go to step 5. If the DD Form 214 is valid, go to step 6.	AR 635-5, Chapter 2-4	DD Form 214 DD Form 215		In accordance with AR 635-5 (Separation Document), Chapter 2 4 d (1-4): If required information is missing, enter "See Block 18" in the incomplete block. (However, missing information does not delay the separation.) In block 18, enter "DD Form 215 will be issued to provide missing information. Steps in reference above will then be taken to obtain missing information."
5	Return to originator (iPERMS)	If the DD Form 214 (Certification of Release or Discharge From Active Duty) is not valid, the Approval Authority returns DD Form 214 via iPERMS to the HR Professional for review, correction, and resubmission. Go back to step 2.			iPERMS	

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6	Produce final DD Form 214	HR Professional, Signature Authority, or Approval Authority produces the final DD Form 214 (Certification of Release or Discharge From Active Duty) by providing authorizing signature and distribute, as appropriate.	AR 635-5, Chapter 2-4	DD Form 214		In accordance with AR 635-5 (Separation Document), Chapter 2-4, h(22), Only a Commissioned or Warrant Officer may authenticate DD Form 214; however, when the Chief or acting Chief of the transition center (TC) is a SSG, GS-07, or higher, or authorized contractor employee, that individual may sign.
7	Scan DD Form 214	HR Professional scans the final DD Form 214 (Certification of Release or Discharge From Active Duty) into iPERMS for batching in iPERMS and to process appropriate Standard Installation/Division Personnel System (SIDPERS) transactions.	AR 635-5, Chapter 2-4	DD Form 214	iPERMS SIDPERS	
8	Distribute to required recipients	HR Professional distributes copies of DD Form 214 (Certification of Release or Discharge From Active Duty) IAW AR 635-5 (Separation Document), Chapter 2-5.	AR 635-5, Chapter 2-5	DD Form 214		In accordance with AR 635-5 (Separation Document), Chapter 2-5, Distributing copies: a. Excluding copy 4, copies 1 through 8 of the DD Form 214 will not be distributed until a Soldier's separation date has occurred, and after ascertaining that the Soldier is alive and well and that his or her status has not changed. Copies 3, 5, 6, and 7 will be distributed on the first workday after the Soldier's separation date; however, complete distribution must occur no later than the fifth workday after the Soldier's separation date. b. Specific details for distributing the following eight copies will be as follows will be in accordance with chapter 2-5 of AR 635-5.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
9	Scan DD Form 214 (iPERMS)	HR Professional scans DD Form 214 (Certification of Release or Discharge From Active Duty) into iPERMS.		DD Form 214	iPERMS	
10	Process DD Form 214 (SIDPERS)	HR Professional processes DD Form 214 (Certification of Release or Discharge From Active Duty) in SIDPERS.		DD Form 214	SIDPERS	